

## Information available from SHIPBOURNE Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Hard copy (Contact Clerk) Parish Council Website	-
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy (Contact Clerk) Parish Council Website Village Notice Boards	-
<del>Location of main Council office and accessibility details</del>		
<del>Staffing structure</del>		
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy (Contact Clerk)	5p per page
Finalised budget	Hard copy (Contact Clerk)	5p per page
Precept	Hard copy (Contact Clerk)	5p per page
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	Hard copy (Contact Clerk)	5p per page
Grants given and received	Hard copy (Contact Clerk)	5p per page
<del>List of current contracts awarded and value of contract</del>		

Members' allowances and expenses		
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy (Contact Clerk) Parish Council Website Village Notice Boards	-
Agendas of meetings (as above)	Hard copy (Contact Clerk) Parish Council Website Village Notice Boards	5p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Contact Clerk) Parish Council Website Village Notice Boards	5p per page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy (Contact Clerk)	5p per page
Responses to consultation papers	Hard copy (Contact Clerk)	5p per page
Responses to planning applications	Hard copy (Contact Clerk)	5p per page
Bye-laws		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services)		

and responsibilities) Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  <del>Policy statements</del>	Hard copy (Contact Clerk)  Hard copy (Contact Clerk)  Hard copy (Contact Clerk)  Hard copy (Contact Clerk)	5p per page 5p per page 5p per page 5p per page
Policies and procedures for the provision of services and about the employment of staff:  <del>Internal policies relating to the delivery of services</del> <del>Equality and diversity policy</del> <del>Health and safety policy</del> <del>Recruitment policies (including current vacancies)</del> <del>Policies and procedures for handling requests for information</del> <del>Complaints procedures (including those covering requests for information and operating the publication scheme)</del>		
Information security policy	Hard copy (Contact Clerk)	5p per page
Records management policies (records retention, destruction and archive)	Hard copy (Contact Clerk)	5p per page
Data protection policies	Hard copy (Contact Clerk)	5p per page
Schedule of charges )for the publication of information)	Hard copy (ontact Clerk)	5p per page
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only		

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy (Contact Clerk)	5p per page
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Hard copy (Contact Clerk)	5p per page
Register of gifts and hospitality	Hard copy (Contact Clerk)	5p per page
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Allotments		
Burial grounds and closed churchyards	Parish Council Website	
Community centres and village halls	Parish Council Website	
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting	Contact Clerk	
Bus shelters	Contact Clerk	
Markets	Parish Council Website	
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Village Design Statement	Hard copy (Contact Clerk)	£5


**SCHEDULE OF CHARGES –**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority